



**DEPARTMENT OF THE ARMY**  
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER  
AND PRESIDIO OF MONTEREY  
MONTEREY, CALIFORNIA 93944

REPLY TO  
ATTENTION OF

ATZP-CS

22 October 2003

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Commander's Policy on Request and Award of Coins**

**1 References:**

- a. DOD Manual 1400.25-M, Chapter 400, Subchapter 451, Employee Development and Performance Awards.
- b. Army Regulation (AR) 600-8-22, Military Awards.
- c. AR 672-20, Incentive Awards Handbook.
- d. U.S. Army Training and Doctrine Command (TRADOC) Regulation 672-6, Military Coins.

2. Military coins are powerful symbols that promote pride, build cohesion, and increase morale within an organization. The Commander, DLIFLC, has been delegated the authority to present military coins by the Commander, TRADOC. References b. and c. govern the presentation of military coins to Department of the Army (DA) personnel; reference a. governs the presentation of military coins to non-DA personnel.

3. The commander may present coins to individuals in recognition of excellence in a military competition or similar activity; in recognition of a unique accomplishment or service that furthers the efficiency and effectiveness of the mission or supports DLI's functions, services, or operations; or to further recruitment of personnel. The commander does not award coins as mementos or in recognition of an individual's performance of regularly assigned duties.

4. Normally, the Commandant's Coin for Excellence is presented upon recommendation from the field. Anyone may make a recommendation by writing a letter endorsed to the Commandant, through the recommended individual's civilian supervisor or military chain of command, as appropriate. Formats for these requests are enclosed. Requests submitted without one of the enclosed formats will be returned to the requestor. The Chief of Staff recommends final approval of coins.

5. The Commander awards two types of coins: the small Commandant's Coin for Excellence and a large Commandant's Coin for Excellence accompanied by certificate.

- a. To be presented the small Commandant's Coin for Excellence, the recommended individual must have met the criteria in paragraph 3 above, and demonstrated outstanding meritorious service or achievement that:

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(1) Merits recognition, but for which award of the Department of the Army Civilian Achievement Medal, Army Achievement Medal, or Joint Service Achievement Medal would be inappropriate.

(2) Reflects on the whole of DLI, has a DLI-wide impact, or is uniquely noteworthy within DLI. A service certificate or letter of commendation more appropriately recognizes accomplishments of narrower scope.

b. To be presented the large Commandant's Coin for Excellence with certificate, the recommended individual must have met the preceding criteria, plus:

(1) Have already been presented a Commandant's Coin for Excellence, or

(2) Have demonstrated surpassing accomplishments that distinguish him- or herself among recipients of the Commandant's Coin for Excellence.

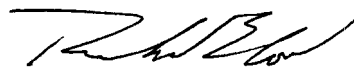
c. The commander may also present the Commandant's Coin for Excellence in conjunction with a faculty achievement or retirement award for civilians, or a permanent change of station or retirement award for military personnel.

6. Within the request formats, the person making the recommendation should clearly state the justification for the award, the period of service or achievement, and the desired time and place of presentation. For the large Commandant's Coin for Excellence with certificate, include a proposed citation for the certificate. The Commander reserves the honor of presenting the coin personally, but may delegate this responsibility.

7. The POC for this action is the Executive Officer, CPT Griffin, at extension 7086.

2 Encls

as



RICHARD E. COON

LTC, FA

Chief of Staff

DISTRIBUTION: G

ATFL-MIB

Date

MEMORANDUM THRU

Commander, X Company  
Commander, X Battalion (NTTCD, etc...)

FOR Commander, DLIFLC & POM, ATTN: Chief of Staff, Presidio of Monterey,  
California 93944

SUBJECT: Large Commandant's Coin of Excellence

1. Request a large Commandant's Coin of Excellence be awarded to (rank or title / first name / mi / last name).
2. JUSTIFICATION: The above named individual made significant contributions to the success of..., all of which significantly impacted DLIFLC & POM as a whole.
3. CITATION TO READ: (EXAMPLE) For exceptional achievement while assigned as the.... Your contributions greatly contributed to the overall success of this unit and the Esprit De Corps of all Soldiers, sailors, airmen, and Marines assigned to the Defense Language Institute Foreign Language Center. Your dedication, enthusiasm, and hard work reflect great credit upon yourself, the 229th MI Battalion, and the Defense Language Institute Foreign Language Center.
4. Presentation location: (Next Battalion Awards Ceremony, Date, Location).
5. POC for this action is the undersigned at ext #xxxx.

REQUESTER'S NAME  
RANK, BRANCH  
Title

Encl 2

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Date

MEMORANDUM THRU

Commander, X Company  
Commander, X Battalion (NTTCD, etc...)

FOR Commander, DLIFLC & POM, ATTN: Installation XO, Presidio of Monterey,  
California 93944

SUBJECT: Small Commandant's Coin of Excellence

1. Request a small Commandant's Coin of Excellence be awarded to (rank or title/ first name / mi / last name).
2. JUSTIFICATION: The above named individual made significant contributions to the success of..., all of which significantly impacted DLIFLC & POM as a whole.
3. SHORT NARRATION: (This will be read during awards presentation ceremony).
4. Presentation location: (Date, Location).
5. POC for this action is the undersigned at ext. #xxxx.

REQUESTER'S NAME  
RANK, BRANCH  
Title

Encl 1